Follow-up International Conference on Financing for Development to Review the Implementation of the Monterrey Consensus

Doha, Qatar
29 November-2 December 2008

Distr.: General
18 November 2008

Original: English

Information for participants

Introduction

1. The Monterrey Consensus, adopted at the International Conference on Financing for Development in 2002, called for a follow-up international conference to review the implementation of the Consensus.[1] In its resolution 62/187 of 19 December 2007, the General Assembly decided that the Follow-up International Conference on Financing for Development to Review the Implementation of the Monterrey Consensus would be held in Doha from 29 November to 2 December 2008, at the highest possible political level, including with the participation of heads of State or Government, ministers, special representatives and other representatives, as appropriate.

Venue and dates of the Conference

2. The Conference will be held from 29 November to 2 December 2008 at the Convention Centre of the Sheraton Doha Resort and Convention Hotel. The contact details are:

Address: Sheraton Doha Resort and Convention Hotel
Al Corniche Street
P.O. Box 6000
Doha, Qatar

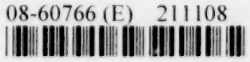
Website: http://www.sheraton-doha.com
Tel.: 974-485-4444
Fax: 974-483-2323

3. The travel time between the airport in Doha and the Sheraton Doha Resort and Convention Hotel is approximately 15 minutes in non-peak-hour traffic.

Arrivals and departures

4. Member States and other participants, through their permanent missions and offices and in coordination with the host country authorities, are responsible for compliance with all host country requirements with regard to entry formalities. They are also responsible for all arrangements regarding travel to Doha and for ground transportation in Doha, in consultation with host country authorities. Member States and other participants will also be responsible for paying due attention to any

[1] *Report of the International Conference on Financing for Development, Monterrey, Mexico, 18-22 March 2002* (United Nations publication, Sales No. E.02.II.A.7), chap. I, resolution 1, annex, para. 73.



special health and medical considerations and will, in coordination with host country authorities, be responsible for making their own departure arrangements at the end of the Conference.

Opening meeting of the Conference

5. The formal opening of the Conference will take place on Saturday, 29 November, at 10 a.m. in the Al Dafna Hall. To allow the opening meeting of the Conference to begin punctually, participants are requested to be seated in the plenary hall by 9.45 a.m.

Programme of work

6. For details on the provisional agenda and proposed organization of work, delegations should refer to documents A/CONF.212/1 and A/CONF.212/4, as well as information available on the website of the Conference (http://www.un.org/esa/ffd/doha).

Programme of meetings

7. The programme of meetings has been announced in the proposed timetable for the Conference (see A/CONF.212/4, annex) and will be printed in the Conference journal, which will be issued on a daily basis and will specify conference rooms and times of meetings. All plenary meetings will be held in the Al Dafna Hall. All meetings of the Main Committee will be held in the Salwa Ballroom. Round-table meetings will be held in the Al Majlis Auditorium.

Participation in round tables

8. Each round table will be open to participation by representatives of all Member States and to a limited number of non-State participants (see A/CONF.212/4, para. 17). The list of non-State participants in the round tables will be established on a first-come, first-served basis. Each representative in a round table may be accompanied by one adviser.

Accreditation of participants

9. Participants are advised that access to the Convention Centre will be allowed only upon presentation of a conference pass. Regular United Nations grounds passes from New York and other duty stations will not be honoured during the Conference. Issuance of conference passes will be done on the basis of authorized lists of participants and individual accreditation forms, which are available in the office of the United Nations Protocol and Liaison Service in New York, room S-201, and also at http://www.un.int/protocol and http://www.un.org/esa/ffd/doha.

10. In order to expedite the accreditation process, delegations are urged to submit to the Protocol and Liaison Service in New York official communications providing authorized lists of participants with names and functional titles, together with individual accreditation forms. These will be accepted for processing at the Protocol and Liaison Service in New York until 20 November 2008. **It is important to note that individual accreditation forms are required for all participants including heads of State or Government, vice-presidents, crown princes, first ladies/spouses, as well as cabinet ministers and their spouses.** Delegates are reminded that

passes for all pre-accredited VIPs and delegates will be available for collection by representatives of delegations at the United Nations accreditation centre in Doha.

11. From 24 November 2008, all accreditation requests and other conference-related material should be submitted for processing to the United Nations protocol accreditation unit at the accreditation centre located in a tent outside the Sheraton Convention Centre in Doha. To obtain the facsimile number of the accreditation centre, delegations should contact the Protocol and Liaison Service in New York at telephone 212-963-7173/212-963-7175/212-963-7171, from 24 November 2008.

12. The on-site accreditation of Government delegates to the Conference will begin in Doha on Monday, 24 November, by the protocol accreditation unit. Delegates who have not been pre-accredited will have to present authorized lists of participants or letters of credentials, together with duly completed accreditation forms. Upon approval by the protocol accreditation unit, delegates may proceed with the authorized accreditation slips to the United Nations Security and Safety Service in the same tent to have their photograph taken and conference pass processed.

13. Following past practice, heads of State or Government, vice-presidents and crown princes will be provided with a VIP pass without a photograph. Delegates at the level of cabinet minister will be issued a VIP pass with a photograph. Spouses of delegates, regardless of rank, are entitled to the same type of pass as the principal.

14. VIP passes will be produced on-site by the protocol accreditation unit upon presentation of authorized lists of participants and **individual accreditation forms** with two passport-size colour photographs of each VIP, where applicable. From 24 November 2008, delegations may submit digital photographs for VIP passes by e-mail to chuaw@un.org. The e-mail must include the official letter of request or note verbale and individual accreditation form with colour photographs in jpeg format of each VIP. **All e-mail requests must contain in the subject line ONLY the name of the Member State or observer and no other information. Accreditation requests other than for VIP passes will NOT be entertained via e-mail.** These must either be delivered or faxed to the protocol accreditation unit at the accreditation centre in Doha.

15. Members of security details of VIPs participating in the Conference will be registered and issued appropriate conference passes by the United Nations Security and Safety Service (see para. 53 below).

16. For accreditation arrangements for the media, see paragraphs 41 and 42 below.

17. Every delegation representing a Member State, the Holy See, the Cook Islands, Niue, Palestine, the European Community, the World Bank, the International Monetary Fund or the World Trade Organization will be allocated six seats in the plenary hall of the Convention Centre. Due to security reasons and limited seating capacity, access to the opening plenary meeting on 29 November and each of the six round tables of the Conference will require presentation, in addition to a conference pass, of a colour-coded special access card. All access cards will be issued to delegations at the protocol accreditation unit in Doha. The number of access cards will correspond to the seats allocated to each delegation in the plenary hall and in the round-table chambers.

18. Office hours for the accreditation centre will be:

24 to 26 November	9 a.m.-5 p.m.
27 to 28 November	8 a.m.-8 p.m.
29 to 30 November	8 a.m.-7 p.m.
1 December	9 a.m.-5 p.m.
2 December	9 a.m.-2 p.m.

List of delegations

19. The protocol accreditation unit in Doha will publish a list of delegations to the Conference. Permanent representatives and observers are kindly requested to submit a comprehensive list of their delegation to the Conference, with functional titles and designations of all the delegates, to the Protocol and Liaison Service in New York until 20 November 2008. From 24 November 2008, delegation lists should be submitted to the protocol accreditation unit in Doha. To obtain the facsimile number in Doha, please refer to paragraph 11 above.

Seating arrangements

20. At the opening of the Conference and at subsequent meetings of the plenary in the plenary hall, each Government delegation will be assigned six seats, three at the table and three behind.

21. At the round tables, each Government delegation will have two seats, one at the table and one behind.

22. At the Main Committee meetings, each Government delegation will have two seats, one at the table and one behind.

23. Specifically identified seating will be available for other participants at the Conference.

Social events

24. A separate note detailing social events being hosted during the Conference will be communicated shortly.

Languages of the Conference

25. Arabic, Chinese, English, French, Russian and Spanish are the official languages of the Conference. Official documents will be made available in the official languages of the Conference.

Meeting and interpretation services

26. Interpretation services will be provided for the eight plenary meetings of the Conference, scheduled meetings of the Main Committee and the round tables. The extension of official meetings beyond their normal duration, or the provision of interpretation services to regional or other major groupings of Member States, will be arranged according to the availability of interpretation services.

27. Statements made in any of the six official languages of the Conference will be interpreted into the other official languages. Any representative may make a statement in a language other than the official languages; however in such cases, the delegation must provide either an interpretation or a written text of the statement in one of the official languages. The interpretation or written text will be considered by the Secretariat to represent the official text of the statement and will be used by United Nations interpreters as the basis for interpretation into the other official languages.

28. Meetings other than those of United Nations bodies, such as meetings of regional or interest groups, will be accommodated according to availability of meeting rooms and services. Requests for meetings services should be directed to Ms. Liya Zhang at the meetings servicing unit in Doha, Sheraton Hotel, room 224.

Documentation

Circulation of written statements

29. Delegations wishing to have their statements distributed to the meeting participants are requested to deliver 350 copies to the meeting servicing assistants located in the distribution area outside Al Dafna Hall prior to the start of the meeting at which the statement is being delivered. Delegations who wish to have written statements distributed to the media are requested to deliver 300 copies to the media documents counter located in the media centre in the Conference foyer area next to the Al-Rayan briefing room. Participants are reminded that the Secretariat will not be in a position to offer reproduction services for such texts.

30. Delegations who wish to have statements posted on the Internet (on the official Conference website) are requested to provide, in advance, an electronic copy of their statement, in any of the official languages, on a CD-ROM to the United Nations webcast room located in the media centre, or by e-mail to: webcast@un.org.

Distribution of official documents

31. The main documents distribution desk for delegations will be located in the main lobby of the Convention Centre, outside the Al Dafna Hall.

32. Each delegation will be assigned an individual box at the documents distribution desk in which copies of all official documents issued during the Conference will be placed. Delegations are reminded that the document boxes are exclusively for the distribution of official documents of the Conference and may not be used for the circulation of any other papers or documents.

33. Each delegation is requested to advise the documents distribution desk at the earliest opportunity of its daily requirements regarding the number of copies of each document it wishes to receive during the Conference and the language desired. The quantity requested should be sufficient to cover all requirements since it will not be possible to provide complete sets of documents after the Conference.

34. Accredited NGOs and business sector entities, as well as representatives of the media, will be able to obtain official session documents at designated documents distribution desks, which will be located for NGOs at their office in the Sheraton Hotel, room 131, for business sector entities in room 212 and for the media at the media documents counter located in the media centre at the Conference foyer area next to the Al-Rayan briefing room.

Receipt and circulation of other documents

35. Other documents that United Nations entities, Governments, NGOs and business sector entities or other accredited organizations may wish to make available to participants in the Conference are to be provided by the entity concerned in appropriate languages and quantities. The Secretariat will not be able to undertake either reproduction or translation of such documents, nor will they distribute documents on behalf of other organizations. Delegations are required to organize the delivery of their own documents to the Convention Centre (delivery times must be coordinated with the United Nations Security and Safety Service; see also para. 60 below) and to take their documents from the delivery bay to the distribution points. These documents will be made available in specified areas of the main lobby of the Convention Centre. Distribution space, however, will be limited to table tops and it is recommended that only 200 copies of each document be displayed at any one time. Additional copies and any left copies outside the authorized area may be removed and destroyed.

36. Members of United Nations entities should forward two copies of each document they intend to distribute to Ms. Sonia Elliott for screening at e-mail elliotts@un.org. Any material not cleared by the above official will be considered unauthorized and will be removed.

Live coverage

37. The Department of Public Information will provide live coverage of the Conference through the World Wide Web. Internet users around the world will be able to follow the Conference proceedings by viewing the live webcast and to access information, such as press releases, official documents, the daily journal, statements and other information material at http://www.un.org/esa/ffd/doha.

Arrangements for bilateral meetings

Facilities

38. For bilateral meetings among Member States, a limited number of suitably appointed temporary booths, each able to hold a maximum of eight participants, will be available in the Al Hubara Foyer of the Sheraton Conference Centre, from 29 November to 2 December 2008.

Reservations

39. Requests for meeting facilities should be made to Ms. Liya Zhang, meetings servicing unit, at the Sheraton Hotel, room 224. A form is attached for use in reserving these facilities in Doha (see annex). Confirmation of all booth assignments will be given the day before the meeting, at the Conference Centre in Doha.

40. To prevent double booking, only the delegation initiating the bilateral meeting should submit the request. Reservations will be accepted for 20-minute durations starting on the hour and half-hour. It is essential that all requests specify the date and time of each meeting and include the name of the other delegation(s) participating in the bilateral meeting. Every effort will be made to keep consecutive appointments of the same delegation in the same booth. Last-minute requests will be accommodated subject to availability of space.

Media

Media accreditation

41. Journalists applying for accreditation should register online at www.un.org/media/accreditation by submitting the online accreditation form. Upon successful submission of the form, an e-mail confirmation is sent to your e-mail address. Messages reporting the status of application will also be sent by e-mail. Upon receipt of an e-mail confirming the approved accreditation, a media press pass may be picked up at the accreditation centre located outside the Sheraton Convention Centre in Doha, starting on 24 November.

42. All members of the press corps accompanying heads of State or Government or heads of delegation must also complete an application form for accreditation, attached to an official letter from the permanent mission concerned, listing the names of the media representatives with their functional titles and affiliation. Media representatives accompanying heads of State or Government or heads of delegation must then present themselves to the accreditation centre in Doha, where they will have their photographs taken and be issued a pass upon presentation of a national passport and another valid photographic identification.

Press conferences

43. Daily press briefings by the Spokesperson for the Conference will be held in the Al-Rayan briefing room, adjacent to the media centre, at times to be announced. The room will also be available for press conferences by delegations and United Nations organizations. Requests for press conferences should be directed to scaddan@un.org. Such requests must be made in writing by a senior official of the delegation wishing to hold the press conference, and should include the name(s) of the speaker(s), their title(s) and the subject to be discussed. Also to be included are the telephone and facsimile numbers in Doha of the person to be contacted to confirm arrangements.

44. Press conferences may run no longer than 30 minutes. Heads of State or Government will be provided interpretation in English, French and the language of the head of State or Government if it is an official language. Attendance at press conferences will be limited to accredited journalists. The only exceptions are the press attaché and a limited number of other officials of the same delegation directly concerned with the press conference, as well as United Nations officials covering the press conferences. Additional details concerning the procedures governing press conferences will be issued by the Department of Public Information.

45. A daily schedule of press conferences will be posted in the media centre, in the Conference journal and on the Conference website.

Media facilities

46. A media centre for the use of all journalists accredited to cover the Conference will be operated in the Conference foyer area adjacent to the Al-Rayan briefing room. Computer workstations with access to the Internet will be available, as well as broadcast connections for radio and television journalists. The plenary sessions and other activities will be broadcast live into the media centre and on closed-circuit television monitors located throughout the Conference venue. Audio-visual and sound feeds of the plenary sessions, press conferences and other events will be

provided to broadcasters live on request, free of charge. Plug-in recording facilities will be available.

47. A press kit containing background information relevant to the Conference is available from the Department of Public Information in Arabic, English and French. It will be made available in the media centre and posted on the Conference website. During the Conference, staff in the office of the Spokesperson in Doha will be available to provide information to journalists on background and on the record.

48. A documents distribution counter in the media centre will provide journalists with all documents, as well as copies of daily press releases in Arabic, English and French covering the main activities of the Conference. They will also be made available electronically on the Conference website.

49. The United Nations webcast will provide live and on-demand webcast coverage of the Conference in English, Arabic and the original language of the speaker. The webcast will be available at: http://www.un.org/webcast/ffd. A live feed for broadcasters will be provided in the media centre in English and Arabic or the floor language.

50. Photographs from the Conference will be uploaded for anybody to download free of charge. The URL for this facility will be provided at the first media briefing in Doha.

Access to the media by Governments and non-governmental organizations

51. To facilitate media contacts, delegations are invited to provide the office of the Spokesperson with the name and telephone number in Doha of the person in the delegation who journalists may contact to request interviews or other information. That information may be sent to the office of the Spokesperson at scaddan@un.org, or provided in person to the office of the Spokesperson in Doha, near to the media centre, from 26 November.

Security

52. Effective 29 November 2008, access to the Convention Centre complex and its surrounding area will be strictly limited to persons properly accredited to the Conference by the United Nations.

53. Passes for all Government delegations and other participants from United Nations entities, the media and representatives of NGOs and business sector entities will be issued at the accreditation centre in the parking area of the Sheraton Hotel. During the period of the Conference, the security arrangements are as set out below.

Security responsibilities

54. Security responsibility for the Conference is the same as for any other activity at the United Nations: the United Nations Security and Safety Service, in close cooperation with host country law enforcement agencies, is responsible for the security of everyone while they are on the Convention Centre premises. The host country and host city authorities are responsible for all arrangements relating to security and movement outside the Convention Centre and the accreditation centre (situated in the parking area), as is standard practice for official conferences.

55. Host country security authorities will provide protection to heads of State or Government, as well as to a limited number of other Government officials, by the assignment of protection detail personnel. Arrangements for such assignments are initiated by the embassies of the relevant countries in Doha, with the Ministry of Foreign Affairs of Qatar. In the case of heads of State or Government, the respective embassies should contact the Ministry of Foreign Affairs if they have not already done so.

56. Delegations whose head of State or Government is attending the Conference may wish to contact the United Nations Security and Safety Service, particularly with regard to the accreditation of and issuance of grounds passes to their national security details.

57. Questions should be directed to Lt. Anthony Husbands, VIP Protection, or Captain Donald Patterson, officer-in-charge of security for the Conference.

Access to and within the Convention Centre during the Conference

58. Access to the Convention Centre complex during the Conference will be strictly restricted to those persons who are properly accredited and who are wearing a Conference grounds pass. To avoid last minute difficulties, all Governments are requested to ensure the proper accreditation of their delegations and accompanying parties.

59. Within the Convention Centre complex, there will be certain further restrictions on movements. A restricted area has been designated encompassing the first and second floors of the Sheraton Hotel and the entire area of the Convention Centre, to be controlled by the United Nations Security and Safety Service.

60. All deliveries must be completed between 4 and 6 a.m., and must be scheduled and cleared by the United Nations Security and Safety Service and the Qatar police.

Access to the Convention Centre

61. Access to the Convention Centre will be as follows:

(a) Delegations and United Nations staff: entrance from the Sheraton Hotel or the parking lot leading to the Convention Centre;

(b) Representatives of NGOs and business sector entities and local staff: entrance from the parking lot leading to the Convention Centre.

Loss of pass

62. Loss of a Conference grounds pass must be reported to the accreditation centre.

Non-governmental and business organizations

63. Civil society representatives and business entity representatives will each have a small number of offices available at the Conference venue, as well as meeting space for their use during the Conference.

Special events

64. A series of special events, including briefings, seminars, workshops and panel discussions on issues related to financing for development will be organized by Member States, organizations of the United Nations system and accredited institutional and non-institutional stakeholders for the benefit of the participants in the Conference. The calendar of those events will be available at the Conference venue and will also be posted at http://www.un.org/esa/ffd/doha.

Other useful information for participants

Currency, cheques and credit cards

65. The Qatari currency is the riyal (QR). Foreign currencies will be exchanged at the fixed exchange rate ($1=3.65QR).

Electricity

66. The standard electricity in Qatar is 240 volts, 50 hertz. Most modern hotels use British style plugs with one grounding and two flat blades. It is advisable to bring conversion plugs or adapters, if needed.

Climate

67. The weather in Doha is generally sunny all year round with temperatures ranging from an average high of 87 degrees (Fahrenheit) during the day to 71 degrees at night. During the winter months, from November through February, the country's weather is extremely pleasant and the temperature stays around 75 to 80 degrees during the day, but can fall as low as 55 to 60 degrees at night. Rainfall is rare.

Annex

United Nations Nations Unies

DOHA • QATAR

BILATERAL BOOTH RESERVATION FORM
FOLLOW-UP INTERNATIONAL CONFERENCE ON FINANCING FOR DEVELOPMENT
29 NOVEMBER – 2 DECEMBER, 2008

MISSION:	
CONTACT PERSON:	
HOTEL AND ROOM NUMBER:	
HOTEL ROOM PHONE NUMBER:	
E-MAIL ADDRESS:	

DATE OF MEETING	TIME		Meeting with DELEGATION of:	LEVEL
	From	To		